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16 November 1981

MEMORANDUM FOR: Deputy Director for Applications, ODP
Deputy Director for Processing, ODP
Chief, Special Projects Staff, ODP
Executive Officer, ODP
Chief, Administrative Staff, ODP
Chief, Programs and Budget Group, ODP

SUBJECT: Proposed Revalidation [] and Revision
of [] Leave for Special Situations,
DRAFTS A (Jobs #9724 and 9725)

25X1

FROM: []
Chief, Management Staff

1. Attached are copies of subject [] These were
initiated by the Office of Personnel to change the reference of
"staff personnel" to "personnel" in paragraph 2a of both handbooks
and to add a paragraph on administration of suspended leave
accounts [] to conform with the policy in the
headquarters handbook.

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2. Please provide comments and suggestions to []
[] by COB 24 November 1981.

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[]

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Attachment: a/s

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